**POSITION DESCRIPTION**

**Gynaecological Oncology Research Nurse – Part Time**

**12 Month Fixed Term Contract**

**Cancer Biology and Care Research Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | | Gynaecological OncologyResearch Nurse  (Celma Mastry Gynaecological Oncology Research Nurse) | | |
| Division | | Cancer Biology and Care Research Program | | |
| Position Purpose | | The Research Nurse will work on allocated studies related to Mater’s Gynaecological Oncology unit, ensuring clinical trials are conducted adhering to the applicable local, national and international regulations and standards. The Research Nurse is responsible to ensure a high quality and timeliness of Mater Clinical Research, scheduling the clinical research procedures required by research protocols. They will assist with reporting study findings in the form of reports to stakeholders. | | |
| Location | | Mater Hospital and Level 2, Aubigny Place, Raymond Terrace, South Brisbane | | |
| Occupational Category and Level | | Professional ADM 7.1 to 7.4, $82,216 to $89,922, commensurate with experience | | |
| Reporting Relationship | | Reports to Principal Investigator, A/Prof Lewis Perrin and Program Coordinator - Cancer Biology and Care | | |
| Review Date | | March 2020 | | |
| Next Review Due | | March 2021 | | |
| Staff Member | TBC | | Signature | Date |
| Direct Supervisor | Matthew Spitzer  Program Coordinator  Cancer Biology and Care | | Signature | Date |

**1. OVERVIEW**

***Mater Group***

For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community. Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. As Mater’s capacity to genuinely and sustainably influence health outcomes has increased, our service model has adapted to incorporate and enhance contemporary practice. Today we recognise that achieving and sustaining our goal to help build a healthy community requires a sincere and consistent approach to integration of three key elements. To that end, our corporate strategy is heavily focused on integration, excellence and continuous improvement across three areas of health service delivery, education and research.

**Health:** Ongoing provision and expansion of our core healthcare services to build closer connections with our community, to promote wellness and healing.

**Education:** Organisation-wide integration of teaching and learning, with an inter-professional focus and approach to improve health education and clinical outcomes for all.

**Research:** Conducting research consistent with, and supportive of, our core healthcare services and partnering to share our research outcomes for the benefit of the community.

***Values****: We value care, mercy, dignity, quality and commitment.*

### Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to academic medicine and aims to discover, develop, translate, and commercialise medical research that integrates with relevant areas of excellence within clinical practice. MR discovers ways to prevent and treat conditions affecting babies, children, adolescents and adults, helping them to lead healthy lives.

Our teams conduct outstanding research into:

* common diseases affecting children and adults;
* more effective diagnosis and treatment of disease;
* improving health outcomes for mothers and babies; and
* understanding development from babies through to adolescence and adulthood.

### Mater Research Institute – The University of Queensland

Mater Research Institute-UQ (MRI-UQ) is a world class institute committed to academic research and its translation into clinical care for the benefit of all. MRI-UQ is an alliance between Mater Research and UQ, providing strategic and operational benefits to both parties. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. MRI-UQ has more than 300 research staff, post graduate students and clinical researchers. There are currently 70 students undertaking a PhD, MPhil or Honours program. The Institute has access to world-class research infrastructure in the state-of-the-art Translational Research Institute (tri.edu.au). MRI-UQ has a strong commitment to career development and mentoring.

### Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology’s Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital’s Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

**2. HOURS**

This is 0.8 FTE appointment for 12 months. Working hours need to be agreed with one’s supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects.

**3. PURPOSE OF POSITION**

The Research Nurse will work on allocated studies related to the Cancer Biology and Care Research program ensuring clinical trials are conducted adhering to the applicable local, national and international regulations and standards. The Research Nurse is responsible to ensure a high quality and timeliness of Mater Clinical Research, scheduling the clinical research procedures required by research protocols.

**4. POSITION DESCRIPTION**

**4.1. Research Activities**

* Implementation and day to day management of the research project in close collaboration with clinical staff and study investigators ensuring efficient processes are instigated and followed.
* Development of mechanisms which support adequate recruitment rate for these clinical studies.
* Identification of barriers to adequate study recruitment in close collaboration with study investigator and develop improved strategies
* Assist in the development of data collection systems and organise and manage data collection in accordance with regulatory standards and project timelines.
* Develop a strong working relationship with Principal Investigators and Co Investigators to ensure effective and timely implementation of clinical research.
* Establish and maintain high quality relationships with key internal and external stakeholder
* Conducting clinical research to ensure consistency and adherence to Good Clinical Practice (GCP) and all applicable regulatory requirements.
* Responsible for ensuring adherence to MR/MHS Clinical Policies and Procedures.
* Assist in the identification and resolution of issues associated with the conduct of clinical research in collaboration with the MR/MHS staff, clinicians, external investigators, external sites and collaborators.
* Ensure that the HREC receives required trial progress reports, any protocol amendments and trial reports.
* Work with Principal Investigators and Co-investigators to promote collaboration with Mater Education and Mater Health that fosters an environment that encourages the translation of research outcomes into clinical practice.
  1. **Education and Communication**
* Demonstrate a high standard of written and oral communication and interpersonal skills.
* Establish and maintain effective communication networks to facilitate efficient conduct of clinical research with relevant collaborators and/or industry sponsors within the relevant theme.
* Promote consumer awareness of the role of clinical research within the Mater Group complex and externally.
* Prepare and present at professional forums as applicable.
* Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions.
* Responsible for updating and maintaining Professional Portfolio to ensure requirements are met to maintain professional registration.
* Maintain currency with nursing practice and industry requirements.

**4.3 Safety in the Workplace and Human Resources**

* Maintain a safe working environment.
* Report any potential hazards to the reporting officer.
* Ensure compliance with Workplace Health and Safety (WHS) Standards.
* Treat all clients with sensitivity and without discrimination.
* Responsible to ensure the annual performance plan is met.

**4.4 Expression of the Mater Values**

* Promote and demonstrate the mission and objectives of MR Limited.
* Promote and demonstrate the philosophy and values of the Sisters of Mercy.
* Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families.
* Demonstrate values based decision-making and leadership.
* Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices.
* Demonstrate a strong commitment to the timely delivery of a high quality service to the staff of MR.

**5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES**

* The Research Nurse will be accountable to Principal Investigator A/Prof Lewis Perrin, Director Gynaecological Oncology.
* Develop a strong working relationship with the Principal Investigators, Co Investigators and clinical staff to ensure effective and timely implementation of clinical research.
* Scientific activity will be undertaken according to the guidelines established by the Institute’s Executive Leadership Team.
* Demonstrated understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice is required.
* Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
* Research activity will be undertaken according to the guidelines established by the Institute’s Executive Team.
* The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute.
* Preparation of applications for funding, commercial interactions and financial management of grants shall adhere to the process established by the Institute.

**6. INTELLECTUAL PROPERTY**

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

**7. SELECTION CRITERIA**

**Qualifications**

*Essential*

* Current AHPRA nursing registration
* Clinical research experience

*Desirable*

* ADAC Chemotherapy Competency Modules
* RAVE EDC Essentials for Clinical Research Coordinators or equivalent
* A Qualification in handling of dangerous goods

**Knowledge and Skills**

*Essential*

* Demonstrated high level interpersonal skills necessary for negotiating and liaising effectively with a diverse range of staff, patients and other stakeholders
* Knowledge of data management systems
* Demonstrate an understanding and commitment to the NHMRC National Statement on Ethical conduct in research involving humans
* Ability to conduct clinical research to ensure consistency and adherence to Good Clinical Practice (GCP)
* Demonstrate high level written and verbal communication skills
* Possess analytical and problem solving skills
* Advanced computer skills
* Ability to work independently and as part of a multidisciplinary team
* Project management skills

**Experience**

*Essential*

* Experience in patient care

**Personal Qualities**

*Essential*

* Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute. To be thoughtful, considerate and act as a positive role model for others

**8. REVIEW**

This is a fixed term position for 12 months with extension subject to additional funding.